

AS/A Level Art & Design 9704 Frequently Asked Questions

Component 1

When should I hand out the question paper?

The question paper should be handed out to candidates as soon as it is received by the Centre. Candidates must have at least three weeks preparation time. Centres determine when candidates will sit the examination within the given examination period.

How should we schedule the 15 hour examination?

The examination should be scheduled within the given period. If you need to, you can schedule it earlier without the need for authorisation from CIE. If you need an extension to the period then you will need to contact CIE and explain so. Candidates must be given the full fifteen hours to complete the examination, some candidates may only need 10 hours or so, if they indicate that they have finished then they will not be allowed to come back later and add to their work. Ideally the 15 hours should be scheduled to run over three consecutive days, but Centres can schedule how they want. Candidates should ideally work in blocks of no fewer than three hours at a time. Once the work is complete it should be sent to CIE for assessment – please do not wait until the end of the examination period before sending the work to CIE. Any work that requires drying should be scheduled earlier in the period to ensure that the work is fully dried prior to its despatch.

Can candidates use personal stereos/radio/mp3 players etc in the examination room?

No, standard invigilation requirements apply to all candidates entering a CIE examination.

Is it appropriate for my candidates to copy images from magazines and/or photographs?

No, candidates should not be encouraged to 'copy' images. Candidates are awarded marks for personal investigation, research and development of ideas and so on. They are not rewarded marks for their accuracy in copying secondary images. However, it is acceptable for them to use their own photographs in development of an idea. Paper 1 – interiors and exteriors they are advised that they may use their own photographs in the examination as it is often not possible to allow candidates to be invigilated out of the examination room. These photographs should be used creatively and not simply copied in the examination, they should also be the candidates own photographs.

Do my candidates have to submit work that is A1 size?

No, some candidates may not be used to working on A1 paper and it is acceptable for candidates to submit work on smaller paper

The A1 paper we have been using is slightly bigger than the dimensions you state in the syllabus?

Don't worry, if the candidates have been working on paper that is slightly larger than we would expect, we will still examine it. Please ensure that paper used in the future meets the requirements.

Can a candidate submit work in monochrome?

Yes, but all candidates must submit some work in colour.

Does the work have to be mounted? Our Centre has limited resources and cannot afford to get the work mounted professionally.

Absolutely not, work can be mounted on ordinary paper if so desired, but it does not need to be mounted at all. Centres that do get their candidates' work mounted will not be at a more

advantageous position than those who cannot. Centres should also bear in mind the added expense mounting work creates in terms of transit costs.

When do I send the work to CIE for marking?

As soon as the candidates have sat the examination, the work should be packed separately from the other paper/s and sent to CIE. If the examination has been scheduled early within the period, do not wait until the end date before despatching the work. Work that requires drying (oil paint) must be thoroughly dried prior to despatch.

How do I send the work to CIE?

Please refer to the Appendix 1 – General Instructions in the syllabus.

Components 2 and 3: Coursework**Will we get the coursework sent back?**

Yes, at present all coursework is returned automatically without charge.

Should we send all the work that the candidate has done during the course?

No, the work sent to CIE for moderation should be a selection. It is in the candidate's best interest to select their best work as all work should be assessed and weaker work will affect this assessment. Quality of work is far more important than quantity. Centres need to be aware of the transit costs involved. For further guidance – see Appendix 1 – General Instructions in the syllabus.

I have a candidate who has produced large/fragile work. Do I have to send it to CIE?

Not necessarily, as you are only required to send us a sample of work, do not include their work in the sample. If your entry is small and you are required to send all your candidates' work to CIE for moderation – please take photographs of the work and send us any 2D work that accompanies their large/fragile work. You should send an explanatory note with the work. As long as the photographs are good quality and provide an indication of the size/scale of the work, there should be no problem with the moderation.

Component 4: Related Study**Does the study have to be a written essay?**

No, candidates are encouraged to submit work for this paper in a number of different ways. The presentation can take on the form of an annotated essay, a video presentation, 3D presentation, up to A1 size; double page lay out with integrated text and images.

This paper is new to us and we have no real idea as to what topics would be appropriate. Can you advise?

Yes, Centres who have never undertaken this type of paper before and indeed Centres who have not, are encouraged to seek advice as early as possible. Centres can request copies of the outline proposal form from CIE and these should be completed and sent to CIE as early in the course as possible. These forms will be processed at any time but you are advised to submit as early as possible so that candidates do not waste their study on anything inappropriate or irrelevant. Advice and comments will be sent to you as soon as possible, usually within 28 days.

Examples of completed forms can be found in the back of the current syllabus. Candidates are advised to clearly state the link with their coursework.